



Missouri Department of Health and Senior Services
Onsite Sewage Program
ONSITE WASTEWATER TREATMENT NEWS
Winter 2008

Answers to CEU Questions

Onsite Sewage Program staff members handle calls concerning continuing education on a daily basis. The following bullet points answer some commonly asked questions:

- Six months prior to your expiration date, the Onsite Sewage Program will mail out a registration/license renewal application. When our records indicate an individual has completed CEU training, their application will show the number of CEUs on record. The cover letter includes details pertaining to the expiration date and CEU requirements. If the Program does not receive the renewal application, a second application will be sent six weeks before expiration.
- 20 CEUs need to be completed during the 36-month registration/license period. A special requirement of four CEU hours provided by DHSS helps the Program to provide more consistent information about systems and regulations and allows more opportunity for comments and feedback.
- The renewal application processing fee is \$90.00. (The processing fee is \$30.00 for licensed OWTS inspectors/ evaluators.) Only personal checks, certified or cashier's checks, or money orders will be accepted.
- New ID cards will be mailed out mid-month during the month of expiration.

Expirations

- Registrations or licenses expire if not renewed by the end of the month of expiration. After a professional's registration/license expires, they cannot continue to evaluate sites, apply for OWTS construction permits, or inspect/evaluate existing systems.
- Although a professional cannot continue to work after the expiration date, installers, onsite soil evaluators and percolation testers' renewal applications

will be accepted up to 15 days after the expiration date for no additional fee. Applications will be accepted between 15 and 45 days after the expiration date with an additional \$10.00 late fee. After a renewal application is approved, the registered OWTS professional may resume onsite system work.

- Under current rule, if a licensed OWTS inspector's/evaluator's completed renewal application is not submitted prior to their expiration date, they would need to retake the inspector course. If other OWTS professionals do not submit completed renewal applications within 45 days from their expiration date, they would be required to complete the original registration process to become registered.

Lists of OWTS Professionals

- The Onsite Sewage Program updates the Internet lists of registered installers, onsite soil evaluators, and licensed inspectors/evaluators on or about the 1st and the 16th of the month. A separate list of expired registrations/licenses is also updated.

Picture ID Cards

- The Onsite Program has begun issuing a more durable type of ID card. Pictures will again be requested and used on the onsite professional's ID cards.

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Draft Rule Changes 19 CSR 20-3.080 and 19 CSR 20-3.070:

Changes to 19 CSR 20-3.080, the rule setting requirements for installers, soil evaluators and percolation testers, have been drafted.

Changes to 19 CSR 20-3.070, the rule regarding inspections/ evaluations of onsite systems for real estate purposes have also been drafted. Questions and input regarding the rules are welcome.

DHSS will hold two public availability sessions to discuss highlights of proposed rule changes. DHSS will be seeking input on these proposed changes and welcomes comments on the proposed changes. The first session is scheduled for 4:30 to 7:00 PM January 22, 2008 at the Holiday Inn Select, 2200 I-70 Drive Southwest, Columbia, Missouri 65203. The second is scheduled for 3:00 to 7:00 PM January 24, 2008 at the Library Center, 4653 South Campbell, Springfield, Missouri 65810. These proposed changes are only draft and would not be effective until the rulemaking process is complete. Changes could possibly become effective by the end of September or October 2008. More information is available online at <http://www.dhss.mo.gov/Onsite/Regs.html> or by calling the Onsite Sewage Program.

Funding Assistance for Onsite Systems

The Onsite Sewage Program is working on an exciting project, which could have a positive impact on funding availability for managed onsite wastewater treatment systems (OWTS) and other decentralized systems. The U.S. EPA collects information about wastewater treatment needs through the Clean Watershed Needs Survey (CWNS). The upcoming 2008 survey is particularly important because it will allow the state an opportunity to report needs related to OWTS. EPA will report the CWNS results to Congress and states could be allocated an increased level of funding to improve management of onsite and other decentralized wastewater treatment system infrastructure.

Although it is estimated that over 25% of Missouri households are served by onsite or decentralized systems, very limited funding assistance is available to individuals or small communities. By identifying, quantifying, and prioritizing the needs in small communities

and rural areas, it should be possible to focus State Revolving Fund (SRF) and other funding efforts for greatest effect.

You can be a part of this process by helping identify the needs in your area. We will be seeking information about costs of repair/replacement of some different types of OWTS across the state. If you would like to participate in providing this information, please contact the Onsite Sewage Program. This will allow Missouri to include onsite/ decentralized needs in the CWNS, which may lead to increased funding assistance for individuals and small communities.

Enforcement Actions

When registered professionals fail to comply with state and local regulations and accepted standards of practice, the industry and property owners can suffer. Similarly, unqualified and non-registered individuals can lower the quality of work in an area. As a registered OWTS professional, you should perform your work professionally and only accept professional work from registered individuals. For example, if an installer knowingly accepts an onsite soil evaluation from a non-registered individual, it could result in the installation of a substandard OWTS; put the property owner's investment, the family's health and the environment at risk; and potentially jeopardize an installer's registration.

Any evidence that non-registered individuals are performing work that requires registration, or that registered professionals are not complying with standards of practice should be reported to the local onsite sewage administrative authority. During the past year, the Onsite Sewage Program sent 36 notices to non-registered individuals, and 12 registered/licensed individuals received notices, were audited, or were placed on probation.

Onsite Soil Evaluators

Site/soil evaluations are more than a simple profile description. Landforms, water management and other site factors or limitations must be evaluated. The

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Onsite Soil Evaluators from Page 2
professional onsite soil evaluator serves their client well by looking at the whole site and selecting the best site(s) for an onsite system, often allowing better use of the soil resources available. In addition to site selection and accurate profile description(s), **the Minimum Construction Standards require a site/soil evaluator to classify six separate site factors and the overall site as suitable, provisionally suitable, or unsuitable and to assign loading rates based on both Table 13 and Table 14.**

One poor and unacceptable practice that has been reported is the use of postholes to evaluate sites. For new construction, the minimum standards require a profile description from a pit. It is impractical to expect an accurate profile description using a posthole, an auger, or hand probe. The use of hand tools should be limited to preliminary observations to select a site for pit excavation or additional observations to verify the extent of soil represented by the pit profile description.

Inspection/Evaluation Forms and Training

The Onsite Sewage Program is working to complete updates to the onsite system inspection/evaluation forms. Updated forms will allow better assessment and reporting of the current operational condition of a system and have a more user-friendly format. They will provide the individual reviewing reports with information that is consistent, comprehensive and understandable. A more understandable detailed description of system deficiencies can be used as tool for system owners or others to determine what corrections to make.

The Onsite Sewage Program acknowledges that change is sometimes difficult, so there will be a phase-in period of about six months. The phase-in period will proceed in a series of steps as follows:

- We expect to have the forms ready to be distributed to inspectors early in 2008.
- The Onsite Sewage Program will conduct training classes throughout the state. All inspectors/evaluators will be required to attend a training course on the use of the

new forms and sign for them. The Program will insure that all licensed individuals have an opportunity to take the training before the phase-in deadline.

- Continuing education credit will be allowed for completing the training.
- The forms will be provided on a CD for electronic use.
- July 2008 is the target end of the phase-in period for the forms to be in use. No old forms will be accepted after the end of the phase-in period.

IMPORTANT REMINDERS:

- Completed inspection/evaluation forms and water sample results need to be sent to the DHSS, Onsite Sewage Program as required.
- A stress test cannot be performed on homes that have been vacant for an unknown time or for 60 days or more, because a test on an unused system can be misleading.

OWTS Installers

Registered OWTS installers must know which local or state agency has authority in the areas where they work. Local requirements are often more stringent; for instance, county registration may be required, or the acreage exemption may be different or may not apply. In addition, application fees, forms and procedures may be different. It is important especially if you have not worked in an area recently, to contact the local authority to confirm current permitting requirements. Turn to pages six and seven for a review of some instructions for completing Construction Permit Applications that might help avoid permitting delays and ensure that records can be retrieved in the future.

All OWTS Professionals

It is important to keep your contact information up-to date to ensure you will receive registration/license renewal notices and other correspondence from the Onsite Sewage Program. If your business or mailing address, or phone numbers have changed, complete the form on page seven of this newsletter and fax or mail it to the Program.

Onsite Wastewater Professionals CEU Course Report

For more on Continuing Education Units (CEU's) that are required for renewal of an onsite professional's license or registration by the Department of Health and Senior Services (DHSS) check the [Onsite Wastewater Professional CEU Information page](#)

Internet CEU Exercises are available to OWTS Professionals at: <http://www.dhss.mo.gov/Onsite/CEUExercises.html>

+ Listed below, are approved CEU courses/ seminars and the POSSIBLE credit for each type of registration/license.

+ Partial credit (or no credit) may be allowed if a course is not completed.

If you are interested in attending one of the courses/seminars listed, contact the organization for information and to sign up. -- Course(s)/Seminar(s) are subject to change.						Installer		Insp/Eval	OSE	Perc Tester
Number	Course/Conference Title	Location	Contact Name	Phone	Course Date	Basic	Adv.			
001264	Troubleshooting	Maryland Heights	David Casaletto	(417) 739-4100	1/ 8/2008 -	6	6	6	6	6
001265	Hydraulics	Maryland Heights	David Casaletto	(417) 739-4100	1/ 9/2008 -	6	6	6	6	6
001303	Twelfth Annual Northeast MO Onsite Sewage Workshop & Expo	Hannibal	Stephen St. Clair	(573) 221-1166	1/ 9/2008 -	6	6	6	6	6
001305	Newton Co HD - New Ideas in Advanced Treatment 5:30-7:30 pm	Neosho	Gail Stephens	(417) 451-6549	1/10/2008 -	2	2	2	2	2
001304	Newton Co HD - New Ideas in Advanced Treatment 1:30-3:30 pm	Neosho	Gail Stephens	(417) 451-6549	1/10/2008 -	2	2	2	2	2
001293	Advanced Installer course (2-Day)	Jefferson City	Beverly Jansen	(573) 751-6095	1/10/2008 - 1/11/2008	10	10	10	10	10
001266	O&M 2-Day Course	Cape Girardeau	David Casaletto	(417) 739-4100	1/15/2008 - 1/16/2008	12	12	12	12	12
001306	Newton CO HC - Aerobic Treatment Systems 1:30 - 3:30 pm	Neosho	Gail Stephens	(417) 451-6549	1/16/2008 -	2	2	2	2	2
001307	Newton Co HD - Aerobic Treatment Systems 6:00 - 8:00 pm	Neosho	Gail Stephens	(417) 451-6549	1/16/2008 -	2	2	2	2	2
001253	2008 MSO Pre-Conference Workshop	Columbia	David Casaletto	(417) 739-4100	1/21/2008 -	6	6	6	6	6
001254	2008 MSO Conference (2-Day)	Columbia	David Casaletto	(417) 739-4100	1/22/2008 - 1/23/2008	9	9	9	9	9
001308	Newton Co HD - Drip Irrigation System Design 1:30 - 3:30 pm	Neosho	Gail Stephens	(417) 451-6549	1/28/2008 -	2	2	2	2	2
001309	Newton Co HD - Drip Irrigation System Design 6:00 - 8:00 pm	Neosho	Gail Stephens	(417) 451-6549	1/28/2008 -	2	2	2	2	2
001310	Barry Co HD - LPP 6:00 - 8:00 pm	Cassville	Stephanie Shaw	(417) 847-2114	1/30/2008 -	2	2	2	2	2
001275	Troubleshooting	Branson	David Casaletto	(417) 739-4100	2/ 5/2008 -	6	6	6	6	6
001276	Hydraulics	Branson	David Casaletto	(417) 739-4100	2/ 6/2008 -	6	6	6	6	6

***Breakout Session Format—Maximum possible CEU credit shown – actual CEUs will depend on the sessions attended.**

If you are interested in attending one of the courses/seminars listed, contact the organization for information and to sign up. -- Course(s)/Seminar(s) are subject to change.

<i>Number</i>	<i>Course/Conference Title</i>	<i>Location</i>	<i>Contact Name</i>	<i>Phone</i>	<i>Course Date</i>	<i>Installer</i>		<i>Insp/Eval</i>	<i>OSE</i>	<i>Perc Tester</i>
						<i>Basic</i>	<i>Adv.</i>			
001274	O & M 2 Day Course	Rolla	David Casaletto	(417) 739-4100	2/12/2008 - 2/13/2008	12	12	12	12	12
001297	Advanced Installer Course (2-Day)	Liberty	Beverly Jansen	(573) 751-6095	2/19/2008 - 2/20/2008	10	10	10	10	10
001267	O&M 2-Day Course	Hillsboro	David Casaletto	(417) 739-4100	2/19/2008 - 2/20/2008	12	12	12	12	12
001277	Onsite 101: Basics of Onsite Wastewater	El Dorado	David Casaletto	(417) 739-4100	3/ 4/2008 -	6	6	6	6	6
001278	Onsite 202: Basic Drip Irrigation Design & Installation	El Dorado	David Casaletto	(417) 739-4100	3/ 5/2008 -	6	6	6	6	6
001299	Advanced Installer Course (2-Day)	Jefferson City	Beverly Jansen	(573) 751-6095	3/13/2008 - 3/14/2008	10	10	10	10	10
001279	O&M 2-Day Course	Sedalia	David Casaletto	(417) 739-4100	3/18/2008 - 3/19/2008	12	12	12	12	12
001300	Advanced Installer Course (2-Day)	Springfield	Beverly Jansen	(573) 751-6095	3/25/2008 - 3/26/2008	10	10	10	10	10
001280	Troubleshooting	Columbia	David Casaletto	(417) 739-4100	3/25/2008 -	6	6	6	6	6
001281	Hydraulics	Columbia	David Casaletto	(417) 739-4100	3/26/2008 -	6	6	6	6	6
001282	Troubleshooting	Springfield	David Casaletto	(417) 739-4100	4/15/2008 -	6	6	6	6	6
001301	Advanced Installer Course (2-Day)	Cape Girardeau	Beverly Jansen	(573) 751-6095	4/15/2008 - 4/16/2008	10	10	10	10	10
001283	Hydraulics	Springfield	David Casaletto	(417) 739-4100	4/16/2008 -	6	6	6	6	6
001284	Onsite 101: Basics of Onsite Wastewater	Chillicothe	David Casaletto	(417) 739-4100	4/22/2008 -	6	6	6	6	6
001285	Onsite 202: Basic Drip Irrigation Design & Installation	Chillicothe	David Casaletto	(417) 739-4100	4/23/2008 -	6	6	6	6	6
001286	Troubleshooting	Grandview	David Casaletto	(417) 739-4100	5/ 6/2008 -	6	6	6	6	6
001287	Hydraulics	Grandview	David Casaletto	(417) 739-4100	5/ 7/2008 -	6	6	6	6	6
001288	O&M 2-Day Course	Camdenton	David Casaletto	(417) 739-4100	5/20/2008 - 5/21/2008	12	12	12	12	12
001289	Troubleshooting	Maryville	David Casaletto	(417) 739-4100	5/27/2008 -	6	6	6	6	6
001290	Hydraulics	Maryville	David Casaletto	(417) 739-4100	5/28/2008 -	6	6	6	6	6
001291	O&M 2-Day Course	Hannibal	David Casaletto	(417) 739-4100	6/17/2008 - 6/18/2008	12	12	12	12	12
001292	O&M 2-Day Course	St. Louis	David Casaletto	(417) 739-4100	6/24/2008 - 6/25/2008	12	12	12	12	12


DHSS Construction Permit Application and Fee Form

The following applies to onsite wastewater treatment system (OWTS) permit applications where DHSS is the local permitting authority or where a local health department contracts with DHSS. If a local ordinance provides the permitting authority, forms and procedures will be different; check with the local authority and follow the applicable procedures.

There are some common problems with information entered on the DHSS Construction Permit Application and Construction Permit Application Fee forms. Over the last ten years, the DHSS Onsite

Sewage Program has processed about 6,500 construction permit applications fee forms. Each construction permit is connected to an application number. When the application number is not entered on the form and/or the form is not completed with correct owner's and construction site information, installation, repair or modification of an OWTS can be delayed. Therefore, it is very important that the correct information is entered on all forms. Permits are issued and tracked in the property owner's name(s).

Please use the numbered instructions below to fill out the DHSS Fee and the Construction Permit Application Forms:

 MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES ON-SITE SEWAGE SYSTEM CONSTRUCTION PERMIT APPLICATION FEE		FEE RECEIPTS TRANSMITTAL NUMBER DATE PAID 4	
NAME OF PROPERTY OWNER 1		APPLICATION NUMBER 5	
ADDRESS OF CONSTRUCTION SITE (STREET, CITY, STATE, ZIP CODE) 2		COUNTY OF CONSTRUCTION SITE 6	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE) 3		TELEPHONE NUMBER 7	
NON REFUNDABLE APPLICATION FEE \$90.00		THIS IS NOT A PERMIT	
This fee must be received before the permit to construct can be issued. Do not send cash, make check or money order payment to: Missouri Department of Health and Senior Services MAIL TO: MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES FEE RECEIPTS P O BOX 570 JEFFERSON CITY MO 65102		OFFICE USE ONLY PERMIT NUMBER 4	
<small>MO 590-2064 (2-06) DISTRIBUTION: WHITE - DHSS YELLOW - RETAIN FOR YOUR RECORDS E3.01</small>			

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES ON-SITE SEWAGE SYSTEM CONSTRUCTION PERMIT APPLICATION		Application Number 5	
1. Property Owner Name (Last, First, MI) 1		Office use only	
		Permit Number 4	
		Reviewed By 4 EPHS #	
		EPHS Signature	
2. Site Address (911/ENS) City 2 County 6 Zip code		Subdivision Lot #	
1/4 1/4 Section Township Range		Latitude Longitude	
Parcel ID #			
Directions to Site			
3. Mailing Address (if different from above) City 3 State Zip code 7			
		Day phone number (7) Night phone number () 7	

1. NAME OF PROPERTY OWNER: Enter the PROPERTY OWNER's name, not your name as installer or engineer.
2. ADDRESS OF CONSTRUCTION SITE: Enter the address (Street, City, Zip Code) where the OWTS installation will occur. If you are going to install on a site that does not have an official street number/name, then do not put the owner's mailing address or your address in this area; enter the subdivision name and lot #. If you are working on multiple lots in the same subdivision, be sure to correctly match the lot number and application number. If the site is not in a subdivision and an address has not been assigned, then enter the parcel ID number or the legal description (section, township, and range), if available, or complete the directions to the construction site only with detailed directions using street names and distances.
3. MAILING ADDRESS: Enter the PROPERTY OWNER's mailing address, if different than the site address, not your business address.
4. This is for DHSS office use only.
5. APPLICATION NUMBER: Enter the application number given to you by the administrative authority. The application number consists of a letter (either a D or L) followed by 10 digits. This number is to be put on all paperwork or documentation regarding a site. It helps connect all forms and information about a site.
6. COUNTY: Enter the county name for the OWTS installation, repair or modification site, not the county where the owner's mailing address is located.
7. TELEPHONE NUMBER: Enter the PROPERTY OWNER's telephone numbers, not your number.

Application forms can be downloaded from our website (don't forget to get the application number from the local authority) or obtained from the local public health agency in areas where they are used. If you need assistance with any of the forms, please contact your local health agency or contact the Onsite Sewage Program at (573) 751-6095.

Business/Contact Information Update

OWTS Professional ID Number(s) _____

Name _____

Business Address _____

City, State, Zip _____

Mailing Address (if different) _____

City, State, Zip _____

Business Phone _____

Contact Phone _____ Fax _____

Suggested Continuing Education Topics:

Please clip, add any comments on the back, and send to the:

Onsite Sewage Program
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Jefferson City, MO 65102

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Onsite Sewage Program

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